

Knights,

Thank you for your patience and thoughtfulness as we continue to monitor and adapt to the ongoing COVID-19 developments. In an effort to be proactive in protecting the health of our personnel and their families we are implementing additional policies until further notice.

Effective immediately telework to the maximum extent possible is highly encouraged for all civilians who are telework-ready (supervisor signed DD2946 and completed training). At this time, organizations will maintain a minimum manning posture. Squadron Commanders will determine scheduling and employee availability in order to meet mission requirements.

If employees fall within those populations that the Centers for Disease Control and Prevention (CDC) has identified as being at higher risk for serious complications from COVID-19 (i.e. older adults, pregnant women, or individuals who have chronic health conditions, such as high blood pressure, heart disease, diabetes, lung disease, or compromised immune systems), then they should immediately notify their supervisor to coordinate alternative work arrangements if needed. For employees who fall within these high risk populations, supervisors are encouraged to extend either telework flexibilities or to approve safety leave under 5 U.S.C. § 6329c(b) if the employee is not telework-eligible.

Additionally, Peterson AFB will utilize the waiver granted by the Defense Civilian Personnel Advisory Service Director on 8 March 2020 through 31 December 2020 that allows civilian employees to telework during an emergency (e.g. ... or pandemic health crisis) with a child or other persons requiring care or supervision present at home. This includes, but is not limited to, civilian employees who have school-aged children whose school is closed.

Supervisors shall work with their civilian employees on telework to determine appropriate work to be accomplished from home. If employees are unable to accomplish their primary duties at home, then employees should coordinate with their supervisors to identify alternative duties they may perform remotely (e.g. online training, printed document reviews, virtual meetings, etc.). Supervisors should contact their assigned Employee Relations Specialist in the Civilian Personnel Office if they have questions about identifying alternative duties for their employee(s) to perform or if they have questions about approving safety leave under 5 U.S.C. § 6329c(b) .

Starting today, personnel are encouraged to take their laptop (if they have one) home each evening. To remain operational, systems must be VPN'ed to the Air Force network to receive system updates. If in a telework status, members should leave their systems connected via VPN for at least two hours a day to ensure the system remains up to date and operational. Attached is the Telework how-to instructions. I highly recommend you review and print these directions and take them home with you for reference.

All personnel should continue to implement the following measures:

Practice social distancing (six-foot rule)

Avoid physical contact (i.e. shaking hands)

Stay home when you are sick

Limit close contact with people who are sick

Wash your hands often with soap and water for at least 20 seconds

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol

Clean and disinfect frequently touched objects and surfaces

All of these steps are intended to preserve our ability to deliver space capabilities to the warfighter. We appreciate your flexibility. Please keep in mind that as the situation evolves, identification of mission essential personnel may change. I ask that you remain flexible.

As always, for the latest information about COVID-19, access Official US Government information: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

V/r,

Falz